

CITY OF MILWAUKEE PAYROLL DEDUCTION AUTHORIZATION

INSTRUCTIONS

Submit this completed form by the Monday following the last day of the pay period for each new hire or change in deductions. Changes received late will be processed with the next pay period with no adjustment for the previous period.

NEW HIRES ONLY: Complete the following sections: **General Information, Employee Name, Withholding Tax Data, and Union Code***
*ENTER FOR REHIRED PERSONNEL.

NEW HIRES AFTER APRIL 1, 1986 NOT COVERED BY SOCIAL SECURITY MUST HAVE MEDICARE DEDUCTION UNLESS EXEMPTED BY FEDERAL REGULATION.

CHANGES/TRANSFERS – (Recalls/Reinstatements): Submit this form only when a deduction item is changed at the time of transfer, recall or reinstatement, i.e. union code.

GENERAL INFORMATION	EFFECTIVE PAY PERIOD	TYPE OF AUTHORIZATION (X)		DEPT.	LOC. NO.	EMPLOYEE ID (6 Digit)
		NEW HIRE	CHANGE			

EMPLOYEE NAME	ENTER NAME AS IT APPEARS ON THE EMPLOYEE'S SOCIAL SECURITY CARD (MUST BE EXACT)					
	COMPLETE BOTH THE FEDERAL AND STATE BOXES TO REFLECT PROPERLY COMPLETED W-4/WT-4/W-5 FORMS					
	EARNED INCOME CREDIT - W-5	NUMBER OF WITHHOLDING ALLOWANCES			ADDITIONAL AMOUNT PER PAY PERIOD	
		SINGLE	MARRIED	MARRIED W/H SINGLE		
	FEDERAL				\$	
STATE				\$		

UNION CODE/ POLITICAL CONTRIBUTIONS	UNION CODE		POLITICAL CONTRIBUTIONS		CODE	
		USE 2-DIGIT NUMERIC CODE ONLY DO NOT USE LOCAL NO. OR NAME	\$		POLIT.	

COMBINED GIVING UPAF VISIONS	COMBINED GIVING	UPAF	ART MUSEUM	ARTS BOARD	FORESTRY	LIBRARY
	\$	\$	\$	\$	\$	\$
	MPS	MUSIC	PABST	PIER WISCONSIN	PUBLIC MUSEUM	RECREATION
	\$	\$	\$	\$	\$	\$

NAME OF PAYROLL CLERK	PHONE NUMBER	DATE PREPARED
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****A signed authorization or cancellation form must be attached to this form.**

NOTE: Additional deduction authorizations are received from other sources and forms. Certain departments are responsible for this information being received on time. If you have any questions on the deductions below, please contact the responsible department.

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|------------------------------|-----------------------|---------------------------|---------------------------------------|
| 1. Police Relief | --- Police Department | 6. Savings Bonds | --- Comptroller |
| 2. Fire Relief | --- Fire Department | 7. Judgments/Garnishments | --- Comptroller |
| 3. Health/Dental Insurance | --- Employee Benefits | 8. Group Life Insurance | --- ERS-Group Life |
| 4. Flexible Spending Account | --- Employee Benefits | 9. Deferred Compensation | --- Comptroller/Deferred Compensation |
| 5. Long Term Disability | --- Employee Benefits | 10. Credit Unions | --- Comptroller |